



Filing to an Existing Case

After a case has been created or converted to electronic format, a registered party can file subsequent data to that case.

Note! Prepare documents prior to accessing an existing case.

Searching for an Existing Case

1. Click **Existing Case**.

The screenshot shows the Home page of the Iowa Court Information Systems. The navigation bar includes Home, eFile, Cases, My Profile, and Log Out. The Home section contains several buttons: New Case, Existing Case (highlighted with a red box), My Filings, My Cases, and Notifications (15). To the right of each button is a description of its function.

Home	eFile	Cases	My Profile	Log Out
Home				
New Case		File new case		
Existing Case		File subsequent document to existing case		
My Filings		Check the status of my filings		
My Cases		List of my ECF cases		
Notifications	(15)	Review your Notifications		

2. Select appropriate **County**.
3. Enter in **Case Number**.
4. Enter in **Participant's Last Name**.
5. Click **Submit**.

The screenshot shows the Existing Cases search page. The search form is highlighted with a red box. It includes a dropdown for County (Story), a text field for Case Number (Ex: SCSC126139), and a text field for Participant's Last Name. A Submit button is located below the text fields. Below the search form, there is a section for recent cases with a search button and a table of results.

Existing Cases

Select county and type in a case number and participant name

County: Story
Case Number (Ex: SCSC126139) :
Participant's Last Name:

Submit

Or, select a recent case, filter all your cases.

Search My Cases

Number of cases displayed per page: 50

Case Title	Case Number	Case Type	County
SMALL CLAIMS TEST 4	SCSC126227	SMALL CLAIM - FORCIBLE ENTRY	Black Hawk
JONES VS SMITH	SCSC047248	SMALL CLAIM - FORCIBLE ENTRY	Story

Note! For those cases that you are a registered party to the case, click **Search My Cases** to locate a case not displayed on the page.

Note! Recent cases that have been submitted will display at the bottom the Existing Case screen.



Filing to an Existing Case

Adding a Document

Additional documents can be added to an existing case. The Case Number and Case Title will display in a yellow banner for existing cases.

1. Select a **Document Category** for the type of document to be added to the case.
Note! If unsure of what category to select, leave this field blank.
2. Select a **Document Type**.
Note! Type the name of the document in this field to locate the **Document Type**.

A screenshot of the 'Add a Document' form in the EDMS system. The form is titled 'Home => Existing Case => Add a Document'. It features a yellow banner at the top displaying 'Case Number : SCSC000010' and 'Case Title : BUGS BUNNY VS ELMER FUDD'. Below the banner, there are several input fields: 'Document Category' (a dropdown menu), 'Document Type *' (a dropdown menu), 'Additional Text' (a text area), and 'Document Location' (a text area with a 'Browse...' button). There is also a checkbox for 'Filed under order to seal' and a 'Date of order to seal' field. At the bottom, there is an 'Add to Submission' button and a table with columns for 'Document Name', 'View Document', 'Edit Data', 'Size', and 'Remove'. The user's name 'user: Elmer Fudd' is displayed in the top right corner.

3. Complete **Additional Text** if desired.
Note! This additional text helps the clerk, judge, or other participants understand more about the document.

(Continued on next page)



Filing to an Existing Case

4. Click **Browse**.
5. **Locate the document** to attach.
6. Click Open in the system window (not illustrated).
7. Click **Add**.

Note! A message will display while the document is uploading. For small documents this may not even be visible.

Document Name	View Document	Edit Data	Size	Remove
PETITION	Sample_PDF.pdf		0.08 MB	

Total Size: 0.08 MB

Back Move to Draft **Next**

Optional! If a document has been added in error, click the icon in the Remove column to delete the document.

8. Click the **File Name** in the View Document column to review the document loaded properly.
9. Repeat this process to add additional documents.
10. Click **Next**.

Note! Once the case has been submitted through the eFile system as Filed, each document will receive the Time Stamp.

Note! There is a 20 MB limit per document. Multiple documents can be submitted per case. Documents that exceed 20 MB may be submitted in parts to meet the size requirements. Select the category of Attachments to add parceled documents.

11. On the Review and Approve the Filing page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).

Note! If applicable, complete the **Payment Information**.

12. Click **Submit the Filing**.

Modified	Participant Name	Role
	JOHN JONES	Plaintiff
	TEST FILER4	Plaintiff

Special Filing Instructions for the Clerk:

Back Cancel (Delete) Move to Draft **Submit the Filing**